

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, SEVENTH ARMY NONCOMMISSIONED OFFICER ACADEMY**  
**UNIT 28125**  
**APO AE 09114-8125**

AETT-NCO-CO

7 September 2005

MEMORANDUM FOR STUDENTS

SUBJECT: Welcome Letter

1. On behalf of the staff and faculty of the Seventh United States Army Noncommissioned Officer Academy, I congratulate you on your selection to attend the Basic Noncommissioned Officer Course (BNCOC-VTT ) Phase 1.
2. The Student SOP is your reference in preparation to attend BNCOC. It provides a course overview; enrollment requirements and additional information that will further assist you in preparing for this course. Read it thoroughly and apply what you have read.
3. If you are currently on permanent profile, your profile must be reviewed and approved by myself prior to your arrival. See the link below for proper routing procedures.
4. For instructions, questions and the most up to date information you need to visit the Academy Website at; [http://www.hqjmtc.army.mil/NCO\\_Academy/default.htm](http://www.hqjmtc.army.mil/NCO_Academy/default.htm).
5. The entire Academy staff and faculty join me in wishing you success during your attendance in the course. You will find the course to be both a challenging and rewarding experience. We hope that you graduate with a real sense of accomplishment and a true commitment to make your part of the United States Army better.
6. POC this memorandum is SFC Jamerson at DSN 475-7098/8498.

**"LEADERS TRAINING LEADERS"**

//Original Signed//  
JAMES F. CAMPBELL  
CSM, USA  
Commandant

DISTRIBUTION:

1-Each MACOM School NCO  
1-Each student